

# Quotation Request //

## US Government Publishing Office

Agency Publishing Services  
732 North Capitol Street, NW  
Washington DC 20401-0001

**JACKET:417-559 R-1**

**Quotations are Due By:**

**(Eastern Time)11:00 AM on 12/02/2021**

**Submit Quotes Online, unless otherwise instructed, via: <http://contractorconnection.gpo.gov/openjobs.aspx>**

**Contractor must provide mandatory W-9 form before GPO makes payment.**

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**TITLE:** Binding/Meeting Materials Archive

**QUANTITY:** 311 Case Bound Books (Approximately). Plus Stamping Dies.

**SUBMISSION OF QUOTES:** Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/OpenJobs>). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to DC APS on 202-512-0307.

**REVISION 1: SCHEDULE CHANGE AND AVERAGE PAGE COUNT (582) ADDED**

**TRIM SIZE:** 6-3/4 x 9-3/4"; Bind on 9-3/4" Dimension.

**PAGES:** 582 Pages (average page count)

**SCHEDULE:**

Furnished Material will be available for pickup by 12/06/2021

Deliver complete (to arrive at destination) by 02/14/2022

F.O.B. destination

**QUALITY LEVEL:** 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

**DESCRIPTION:**

**REVISION 1: SCHEDULE CHANGE AND AVERAGE PAGE COUNT (582) ADDED**

**OVERVIEW:**

Contractor to create case bound books from all of the meeting materials, public hearing materials, etc.... from the last 35 years. There will be approximately 5-11 finished books (volumes) for each year for a total of approximately 311 case bound books.

Text pages print face and back (head to head) type/rule matter, solids/tints screens, detailed agency logo/seal, illustrations, tables, charts and graphics in 4-color process with bleeds scattered throughout from supplied PDF files. NOTE: Contractor to insert a yellow separator sheets for the month and approximately 5-10 blue slip sheets (tab separator) throughout the multi volume sets.

Slip sheet placement will be indicated by either a separate document in the folder of scanned images for the yellow separator, or by a comparable blue slip sheet in the PDF to indicate a blue separator.

NOTE: Some of the scanned images may include hand-written notes in the margins. Contractor to adjust images accordingly to avoid lost of image.

## STAMPING:

Stamp spine, covers 1 and 4 in Gold Foil equal to Kurz Hasting 425. Stamping must have solid impressions with no picking, pinholes or filled letters.

Covers 1 and 4 stamps with a double-line border in Gold Foil with lines approximately 3/16" apart and the outside line is approximately 5/16" from the edges of Covers 1 and 4.

Spine stamps with a double-line/rule in Gold Foil with lines approximately 3/16" apart and the outside line is approximately 5/16" from the top edge of the spine followed by up to four lines of type and followed by a double-line/rule. See attached guide

Approximately 5/16" from the bottom edge of the spine, spine stamps a double-line/rule in Gold Foil with lines approximately 3/16" apart followed by up to three lines of type and followed by a double-line/rule. Rules must extend full width of spine. TYPE READS ACROSS. Center two double line rules spaced approximately 1/2 apart in available space center of spine. Contractor to create all dies. NOTE: Names for the spines of each volume will be the name scanned folder, and will include the meeting type(s), meeting date(s), and perhaps one additional identifier. See attached guide

**MATERIAL FURNISHED:** Contractor to pickup at GPO. Contractor to receive. .

And receive via e-mail or Contractor's FTP site after award.

Purchase order.

GPO Form 892 (R. 12/17) Proofs

Hard drive with files/materials, scanned in PDF/A format 300ppi. Materials will be in digital form, divided into folders, with each folder representing a volume between 1" to 2" wide. There may be more than one month in a volume.

GPO Form 892c (R. 12/17) Proofs

Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract administrator.

The contractor shall create or change any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order

\*\* TEXT: JCP Code\* A60, Uncoated Text, Basis Size 25 X 38" Basis Weight 70 lbs.

End leaves: JCP Code\* A50, Machine-Finish Book End, White, Basis Size 25 X 38", Basis Weight 80 lbs.

Separator & Tab Sheet: JCP Code\* A90, Vellum-Finish Text; yellow & blue, Basis Size 25 X 38" 60-70 lbs.

Boards: JCP Code\* R30, Book Cover Board, Basis Size 25 X 38", 18 pts. thickness

Book Cloth: F Grade Buckram Cloth/588- Royal Blue or equal in all respect.

**COLOR OF INK:**

Text pages: 4-color Proces.

**PRINT PAGE:** Head to Head

**MARGINS:**

Inadequate gripper. Follow furnished files.

**PROOFS:**

E-MAIL PROOFS: One set of E-Mailed Electronic Page Proofs. Contractor to submit one "Press Quality" PDF "soft" proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

E-Mailed proofs (marked with Jacket/Req. Number plus return name and E-Mail address) directly to the Agency at smartin@ussc.gov. Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon E-Mailing proofs and immediately upon receiving the returned proofs (or OK E-Mail) back from the Department. Proofs will be withheld not more than (12) workdays from receipt at the Department to receipt in the contractor's plant. **CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT"**.

**\*\*After e-mail proof Approval\*\***

One (1) set(s) of digital color content proofs for One Case bound book (1 volume). Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product.

Send proofs together with the furnished media (copy, electronic files) directly to: David Ledwittt, One Columbus Circle NE, Suite 2-500, South Lobby, Washington. DC 20002-8001 (INSIDE DELIVERY). Contractor must call GPO Contract Compliance Section at 202-512-0520, or e-mail information to compliance@gpo.gov immediately upon sending/delivering proofs and immediately upon notification that the proofs are available for pickup at the department. Proofs will be withheld not more than (5) workdays from receipt in the department to when they are made available for pickup at the department. **CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT"**.

Submit advance copies as soon as the contractor deems necessary in order to comply with the delivery schedule. Approval or disapproval of advance samples will be received by contractor with 5 workdays after receipt at agency.

**ADVANCE SAMPLE CASES:** Prior to stamping the total production quantity, the contractor must submit One(1) fully constructed stamped advance sample cases for final approval. The contractor is cautioned that in the event of rejection or alteration of the advance sample cases the GPO will consider production costs only up to and including presswork. If the contractor continues production beyond presswork without approval of the GPO, he does so at his own risk. Submit advance sample cases to: David Ledwittt/Simon Martin, One Columbus Circle NE, Suite 2-500, South Lobby Washington. DC 20002-8001 (INSIDE DELIVERY)). **INSIDE DELIVERY REQUIRED** These samples must be identified as "Advance Copies,

Jacket 417-559". Contractor must not stamp balance of order prior to receipt of "OK TO STAMP."

**BINDING:**

Reinforce the endleaves and the first and last signatures of the text with strips of ungummed, sized cotton cloth extending 1/4" on inner side of the signatures and 1" on the endleaves. Smyth (signature) sew, trim 3 sides, round back, with Black and White headbands. Reinforce back with crash and strong paper liner. Case bind with suitable squares.

**PACKING:**

Inside delivery will require a hand cart.

Pack suitably per shipping container.

**DISTRIBUTION:**

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to smartin@ussc.gov. The subject line of this message shall be "Distribution Notice for Jackets 417-559, Req. No. 1-00122. The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

NOTE: Contractor must contact agency to arrange a shipping/delivery time. This can be done through email with smartin@ussc.gov.

Deliver approximately 311 books via traceable means to: David Ledwith, One Columbus Circle NE, Suite 2-500, South Lobby Washington. DC 20002-8001 (INSIDE DELIVERY).

All expenses incidental to returning materials, submitting/returning proofs, and furnishing samples must be borne by the contractor.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	OK Proofs/Electronic File
P-9. Solid and Screen Tint Color Match	Pantone Matching System/All Purpose Roll Leaf Foils
P-10. Process Color Match	Electronic File

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the low contractor may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement

- 2) Most recent Balance Sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in a timely manner may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing.

Instruction for using this method can be found at the following web address:  
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

**Attachment(s):** Attachment(s) is/are part of the specification, click 'Download Attachment(s)' link below to view and print the attachments that are part of these specifications.

**Download Attachment(s):** <http://contractorconnection.gpo.gov/download.aspx?Jacket=417559>